

**Emergency  
Medical Services  
Authority**

# EMPLOYMENT OPPORTUNITY

1. RPA #  
**RPA 15-027**

ANALYST'S INITIALS

DATE

**YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.**

2. CLASS TITLE <b>Seasonal Clerk</b>	3. POSITION NUMBER 312-900-1120-602	4. TENURE TEMPORARY (TAU)	5. TIME BASE INTERMITTENT	6. CBID R04
7. OFFICE OF <b>Emergency Medical Services Authority</b>	9. LOCATION (CITY or COUNTY) <b>Rancho Cordova</b>		13. MONTHLY SALARY  <b>\$1,733.00 TO \$1,955.00</b>	
8. SEND APPLICATION TO: EMS Authority 10901 Gold Center Drive, Suite 400 Rancho Cordova, CA 95670 Attention: Wendy Schmidt	10. WORKING HOURS <b>MON - FRI, DAYS - 8 am – 5 pm (40 hours per week)</b>			
	11. PUBLIC PHONE NUMBER <b>(916) 322-4336</b>			
		12. CALNET NUMBER	14. FILE BY <b>2/10/2016</b>	

Please indicate the basis of your eligibility in Section 12 of your application (STD 678). SROA/Surplus employees are encouraged to apply. Transfers, reinstatements, or recruitment from the employment list may be considered. Consideration may be given to applicants on another Department's employment list, provided the criteria are met to transfer the eligibility. Applications will be evaluated based on eligibility and desirable qualifications and interviews may be scheduled.

**ESSENTIAL FUNCTIONS:** Under supervision of a Staff Services Manager I, the incumbent will provide support services to the EMS Personnel Division performing simple repetitive clerical work and do other related work to provide support to a variety of functions within Paramedic Program Unit. This position requires the ability to read and write English and do simple arithmetic computations.

**SPECIAL PERSONAL REQUIREMENTS:** During emergency operations, may be required to work in EMSA's Departmental Operations Center, other governmental Emergency Operations Centers or in EMSA's field Mission Support Team to provide assistance in emergency response and recovery activities. Staff is required to complete emergency management and Incident Command System (ICS) training based on their respective roles in a response and participates in periodic departmental and statewide readiness drills and exercises. Candidates will need to complete a criminal background check. Under these emergency operations, staff need to work effectively and cooperatively under stressful conditions with short lead times; work weekends, holidays, extended and rotating shifts (day/night); and may be required to travel statewide for extended periods of time and on short notice.

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### Fingerprinting

**Title 11, Section 703(d) California Code of Regulations requires criminal record checks of all personnel who have access to Criminal Offender Record Information (CORI). Pursuant to this requirement, applicants for this position will be required to submit fingerprints to the Department of Justice and be cleared before hiring.**

CALIFORNIA STATE GOVERNMENT IS EQUAL OPPORTUNITY EMPLOYER TO ALL, REGARDLESS OF AGE, ANCESTRY, COLOR, DISABILITY (MENTAL AND PHYSICAL), EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE, GENDER, GENDER EXPRESSION, GENDER IDENTITY, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY OR VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGIOUS CREED, SEX (INCLUDES PREGNANCY, CHILDBIRTH, BREASTFEEDING AND RELATED MEDICAL CONDITIONS), AND SEXUAL ORIENTATION.

DGS JOB HOTLINE PHONE (916) 322-5990 • CALIFORNIA RELAY SERVICE FROM TDD PHONES 1-800-735-2929

**DESIRABLE QUALIFICATIONS**

- Good organizational skills and work habits including initiative, good judgment , attention to detail, excellent attendance, and punctuality.
- Excellent verbal and written communications skills including the ability to follow directions, analyze situations accurately, and take effective action.
- Office (MLO) or similar licensing database.
- Work cooperatively with various levels of staff and the public.

**Knowledge of and proficiency in the Microsoft Word, Microsoft Excel, Microsoft Outlook, and My License****WORK ENVIRONMENT, MENTAL AND PHYSICAL ABILITIES**

- Office environment, professional work attire.
- Ability to effectively handle stress, multiple tasks and tight deadlines calmly and efficiently.
- Ability to communicate confidently and courteously with people of different backgrounds, different ethnic origins, and different personality types; with the general public, private sector professionals and people of various level of responsibility within state, local and the federal government.
- Ability to consistently exercise good judgment and effective communication skills.

**HOW TO APPLY:****Additional Information:**

Work hours will vary between 8:00 a.m. to 5:00 p.m., Monday through Friday. Applicants on public assistance under the CalWorks Program will be given priority. A letter from the County Welfare department verifying CalWorks status must be submitted with your application. If verification is not submitted with your application, your application will not be processed.

Applications will be screened based on experience, knowledge, and desirable qualifications directly related to the duties and responsibilities of the position. Please submit a cover letter, a fully completed State of California Employment Application form STD 678, and any additional documentation required by the final filing date of July 31, 2015.

**APPLICATIONS SUBMITTED VIA E-MAIL OR FACSIMILE WILL NOT BE ACCEPTED.**

Submit a State Application (STD. 678) and resume to:  
Emergency Medical Services Authority  
Administration  
Attn: Wendy Schmidt  
10901 Gold Center Drive, Suite 400  
Rancho Cordova, CA 95670

**FAILURE TO INCLUDE SEASONAL CLERK IN THE JOB TITLE SECTION OF THE STD 678 MAY RESULT IN YOUR APPLICATION NOT BEING CONSIDERED.**